

PROPOSITION 84
Urban Greening Project and Planning Grant Programs

HIGHLIGHTS, EXAMPLES AND HELPFUL HINTS

Revised February 2010

Application Package and Attachments

Preparing the Application

- Follow the Grant Guidelines (on website; available at workshop)
- Use the required forms specified/provided in Grant Guidelines
- Answer all of the questions applicable to your Project or Plan – or indicate that the questions are not applicable
- Submit all required attachments
- If you have questions regarding the information requested, call the Bonds and Grants office at (916) 653-2812 and a Grants Administrator will assist you.

Cohesion of Package

Be consistent and use the same terminology for the same items throughout the application.

- Project Description
- Summary Page
- Evaluation Questions
- CEQA
- Site Plan
- Site Control/Land Tenure Documents
- Cost Estimate
- Timeline

Critical Elements when addressing “The Project”

Project:

- Must have stand-alone benefit
- Must meet all program requirements on its own
- Must be consistent with what is called “The Project” throughout the application
- Must be either an Acquisition or Development, not both.

Common Problems with Past Grant Applications

- Applicant describes a larger and/or future project to be funded, when only a portion is “The Project” to be funded (or partially funded) with this request for grant funds.
- Timeline for “The Project” to be funded not clearly distinguished from any larger, phased or master project planned.
- Applicant uses existing elements to meet the required criteria.
- Project described in Summary does not correlate easily to project described in CEQA, Site Control/Land Tenure documents, Cost Estimate and/or Timeline.
- Applicant requests funding for both Acquisition and Development in the same application. It must be one or the other.

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- Applicants submit an application for development project before they either own the property or have secured permission from landowner to develop, operate and maintain the property.
- Applicant includes more than one project in a single request for funding. Each project must be submitted separately in order to be evaluated by the committee.

The Project Summary Statement

- Even though this is the first page of the application, it probably should be the last page written before submitting the application.
- This is the first opportunity to describe the project for which funding is being requested.
- Summarize the specific project for which funding is requested and the community/regional need for the project
- If “The Project” is part of a larger or master project, briefly describe the larger plan/project, a brief history of the larger plan/project and how it incorporates “The Project” for which funding is being requested (indicate NA, as appropriate)
- Indicate the specific components of “The Project” that will be funded by this grant. Include dollar amounts for each component.
- Address how the public will access this project.

Answering the Project Questions

- Answer all questions included in the Grant Guidelines. Remember, the project must meet the requirements (statutory and program) and the objectives of the program (statutory and other)
- If some of the items under a particular condition do not apply to the project, please let us know indicating NA.

Cost Estimate

This document details what the project will specifically accomplish and how much money it will cost. A properly constructed cost estimate demonstrates project readiness by showing that each task associated with completing the project has been identified, “priced”, and accounted for in determining the appropriate grant fund request. It is not a “shot in the dark.”

The Cost Estimate:

- Is used by Grants Administrators as a checklist to determine project completion and compliance.
- Needs to correlate directly with all Payment Requests
- Is used by Auditors (if an organization is selected for audit) to determine if grant funds were utilized in accordance with the Grant Agreement and bond statute.
- Shows “at a glance”
 - All Project Categories and Tasks

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- Category = “Project Management Costs” and “Construction”, etc.
- Task = “Design”, “Surveying”, “Clearing and Grubbing”, etc.
- All Project Costs
- All Project Funding Sources
- Is preliminary and may change after grant agreement is signed.
 - There is a process for updating the cost estimate
 - Grantees are able to shift funds between line items a maximum of 10% per each Project Category, if necessary, with approval from Grant Administrator.
 - Caution – contingency funds are limited to a maximum of 10% of the overall grant fund request; project management costs (planning, design, etc.) are limited to 25% of the overall grant fund request.
- If the information is available at the time of application, it would be helpful to clearly show which tasks will be performed by applicant’s personnel (with hourly rate and projected hours for each task) and which will be performed by contractors (for which we don’t need hours/rates).

CEQA

Make sure:

- All project components are adequately addressed.
- Appropriate exemption is used
- Documents filed with all applicable counties and State Clearinghouse, as applicable

CEQA Guidelines and Statutes can be found at

- <http://ceres.ca.gov/ceqa/>
- Resources Agency home page <http://resources.ca.gov> and follow the links

Site Plan

Provide sufficient detail and clarity on the site plan to allow us to do the following:

- Visualize “The Project”
- Locate the Project Components
- Identify the location and name of the community(ies) being served by the project/plan.

Acquisitions - Willing Seller Letter

- All Acquisition projects must include a letter from each landowner indicating:
 - They are a willing participant in the proposed real property transaction.
 - They are willing to enter into an agreement should funds become available.
 - They agree to sell the property for a purchase price not to exceed Fair Market Value.

Important! - The Agency will not participate in purchasing land for more than Fair Market Value, even if other, non-state funds are used to cover the difference.

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Site Control/Land Tenure for Development Projects

- Does the applicant own the property to be developed?
 - If not, demonstrate approval to develop the project by providing –
 - Evidence of an agreement between applicant and the landowner that authorizes access and development of the proposed project, such as long term leases, Joint Powers Authority, joint use agreements, right of entry permits, easements, etc.
 - Provide a copy of the vesting deed for each parcel associated with the proposed project

A signed letter from the owner, stating his or her intent to enter into an agreement, is acceptable as an interim document for the application.

Operations & Maintenance

- If the project proposes the Acquisition of a Conservation Easement, provide the stewardship plan for the project.
- If the applicant owns or proposes to acquire the project area, the application must address plans for operating and maintaining the proposed project and how funding for operations and maintenance will be accomplished.
- If someone else will operate and maintain the proposed project, provide an agreement outlining who will perform the operations and maintenance responsibilities.

A signed letter from the third party, stating his or her intent to perform the operations and maintenance, is acceptable as an interim document for purposes of the application.

Maps

Help us identify and envision the project, by:

- Clearly linking maps with the site plan and all deeds and agreements, etc.
- Providing a deed and parcel map for all property included in the project.
- Including parcel numbers on each deed (handwritten is okay).
- Providing a single map that clearly identifies ALL parcels and parcel numbers within the proposed River Parkways project.

Remember: Make sure all the documents within the application are consistent and correspond with each other. Be consistent with terminology, particularly with the summary and cost estimate, and consecutively number all pages submitted as the application package.

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PROJECTS - Statutory Requirements

- Project Guidelines – Page 5
 - Applicants – cities, counties or nonprofit organizations.
 - Projects
 - Use natural systems or systems that mimic natural systems, or create, enhance or expand community green spaces
 - Provide multiple benefits
 - Be consistent with State’s planning policies
 - Promote infill development and invest in existing communities
 - Protect, preserve and enhance environmental, agricultural and recreational resources, and
 - Encourage location and resource efficient new development
 - Reduce greenhouse gas emissions
 - Comply with CEQA
 - Acquire from willing seller
 - Comply with Labor Code (Section 1771.8 regarding prevailing wages)

PROJECTS - Other Program Requirements

- Location – must be located in or adjacent to an urban area
- Public access – must provide public access and/or education features, where feasible
- Targeted funds for disadvantaged communities

PROJECTS Priority Consideration

- Use interagency cooperation and integration (collaboration)
- Use existing public lands and facilities
- Proposed by an economically disadvantaged community
- Improves public health
- Demonstrates innovation or creativity
- Proposed by a community more vulnerable to climate change / addresses environmental justice issue
- Provide for public access, where feasible

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PLANNING GRANTS – Requirements

Applicants – eligible applicants include COGs (Councils of Governments), countywide authority, metropolitan planning organization, local government (cities, counties, local joint powers authorities, local districts) or a nonprofit organization.

Plans – Urban Greening Plans must:

- Serve as the master document guiding and coordinating greening projects in an urban area.
- Be consistent with the State’s planning policies
 - Promote infill development
 - Protect environmental and agricultural resources
 - Encourage efficient development patterns
- Be consistent with the jurisdiction’s general plan or regional plan, where one exists.
- Include plans for projects that will reduce greenhouse gases
- Comply with CEQA, if applicable

Other requirements

- Maximum of \$250,000
- Public access, where feasible

Objectives

- Demonstrate need for plan
- Demonstrate how community involved and participating
- Demonstrate how jurisdictional entities will be involved
- Demonstrate how the plan will promote public health

Priority Consideration

- Communities more vulnerable to climate change
- Disadvantaged communities